

**SECRET**  
(When Filled In)

**FITNESS REPORT**

EMPLOYEE SERIAL NUMBER

**SECTION A GENERAL**

1. NAME (Last) (First) (Middle) HAWKINS Adelaide M.		2. DATE OF BIRTH 6 March 1914	3. SEX F	4. GRADE GS-13
5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE Cryptanalyst, Chief		7. OFF/DIV/BR OF ASSIGNMENT OC-SPS/CMT	
8. CAREER STAFF STATUS			9. TYPE OF REPORT	
NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR
PENDING	DECLINED	DENIED	<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT/EMPLOYEE
10. DATE REPORT DUE IN O.P. 31 January 1962		11. REPORTING PERIOD From 1 Jan 61 - 31 Jan 62 To		

**SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES**

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1 Supervises <input type="checkbox"/> persons engaged in the analysis of various kinds of data.		RATING NO. 4	SPECIFIC DUTY NO. 4 Edits and corrects, if necessary, analytical reports written by the analysts under her supervision.		RATING NO. 4.5	
SPECIFIC DUTY NO. 2 Conducts mathematical studies of cryptographic systems and performs cryptanalytic work.		RATING NO. 6	SPECIFIC DUTY NO. 5		RATING NO.	
SPECIFIC DUTY NO. 3 Conducts liaison with various components of the Agency as well as other Govt. Agencies concerning the subject of communication systems analysis problems.		RATING NO. 5	SPECIFIC DUTY NO. 6		RATING NO.	

**SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION**

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

- 1 - Performance in many important respects fails to meet requirements.
- 2 - Performance meets most requirements but is deficient in one or more important respects.
- 3 - Performance clearly meets basic requirements.
- 4 - Performance clearly exceeds basic requirements.
- 5 - Performance in every important respect is superior.
- 6 - Performance in every respect is outstanding.

RATING NO.  
4.5

**SECTION D DESCRIPTION OF THE EMPLOYEE**

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

CHARACTERISTICS	NOT APPLI-CABLE	NOT OB-SERVED	RATING					
			1	2	3	4	5	
GETS THINGS DONE								
RESOURCEFUL								X
ACCEPTS RESPONSIBILITIES								X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X	
DOES HIS JOB WITHOUT STRONG SUPPORT								X
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X	
WRITES EFFECTIVELY						X		
SECURITY CONSCIOUS						X		
THINKS CLEARLY						X		
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS								X
OTHER (Specify):							X	

SEE SECTION "E" ON REVERSE SIDE

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SECTION E - NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Mrs. Hawkins is performing with exceptional effectiveness in her position. She is able to mentally retain details on a variety of complicated cryptanalytic problems, which assist her greatly in providing the guidance which analysts under her supervision require. Because of the complexity of some problems, which require the utmost in professional skill and experience, she must personally undertake many detailed problems. Mrs. Hawkins has established her professional status with important officials, and with her counterparts, in another U.S. Government Agency. She enjoys their professional and personal respect, which is so important to the effectiveness of CIA in this specialized field. I feel that Mrs. Hawkins is now in the position from which she can best serve this Agency and recommend that she continue in this capacity indefinitely. In this position she is qualified and recommended for promotion to the next higher grade.

SECTION F - CERTIFICATION AND COMMENTS

1. BY EMPLOYEE
I certify that I have seen Sections A, B, C, D and E of this Report.

DATE SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS REPORT MADE WITHIN LAST 90 DAYS OTHER (Specify):

DATE OFFICIAL TITLE OF SUPERVISOR TYPE

3. BY REVIEWING OFFICIAL
I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL
As the outstanding SIGINT specialist (Cryptology), Mrs. Hawkins is turning in a performance which clearly justifies her promotion to Grade GS-14 now.

DATE OFFICIAL TITLE OF REVIEWING OFFICIAL TYPE

SECRET